

RESURRECTION CATHOLIC SCHOOL

MEAL CHARGE POLICY

I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures at Resurrection Catholic School. In order to serve healthy, high-quality meals to all children, we must make sure the food program is financially secure. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To encourage parent/guardian to assume the responsibility of meal purchases/payments in our school cafeteria.
- To establish a consistent practice regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY

The Food Service Administration:

- Responsible for maintaining charge records
- Notifying school administration of outstanding balances
- Notifying students/parents/guardians of outstanding balances by e-mail.

School Administration:

- Assist Food Service Department with collection of outstanding balances by making phone calls when account balances exceed maximum negative balance.

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account
- Apply for meal subsidy to avoid outstanding balances
- Contact the Food Service Department and the School to resolve any issues with your child's lunch account
- In PowerSchool turn on the "Notification" for balances, assuring email is sent when student account falls below \$10.00.

III. POLICY & PROCEDURE

1. No student will be allowed to have a balance less than -\$31.00 on their account at any given time.
2. Once the child's account goes below \$10.00, the parent/guardian will receive an e-mail correspondence notifying them the student's account is running low and will be asked to add more funds to the account to avoid going into the negative.
3. Only Federally designated reimbursable meals can be charged to an account once balance is less than \$0.
4. Once the child's account reaches \$0, no a la cart, seconds or doubles will be served.
5. When the account has reached -\$15.50, an email will be sent to parent requesting payment immediately.
6. If the account continues in the negative and reaches the limit of -\$31.00, an email will be sent to the parent/guardian, **principal and pastor** requesting the account be brought current and have a positive balance.
7. The student will be served a reimbursable meal.
8. If for any reason an account reaches a -\$50.00 the student will be required to bring lunch from home until account is brought back into good standing and written correspondence will be made with parent/guardian. If a child has money in hand to pay for a meal they may purchase one for that day.
9. The School, Parent/Guardian, and Student will be informed of their negative balance until the account is brought back into good standing. This will be done via e-mail by the Food Service Director and by phone call from the School Principal.
10. Lunch Accounts must be a positive balance by Field Day for your child to be allowed to participate:
 - a. Parents/guardians will be sent a written request for "Payment in Full"
 - b. All charges must be paid before Field Day.
 - c. Failure to bring account current by the last day of school will result in registration for the next school year being held.
 - d. Students who are promoting/leaving the school will have records held until all negative lunch balances have been paid in full.
 - e. After exhausting all the above and an account is deemed uncollectable/bad debt the school compassion fund will issue payment for the account.